

11/30/88

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	C/PPR	B	SDRC
2.	C/Pl. Br.		11/30
3.	Debbie		11/30
4.	C/Plan Br.	MS	12/1
5.	Guthrie	CL	12/2

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FYI

6 - OS Registry

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

ROUTING SLIP

FO 10

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OCA		X		
14	D/PAO		X		
15	D/PERS		X		
16	D/Ex Staff				
17	SA/DCI/INF		X		
18	D/SEO		X		
19	Counsel/DCI		X		
20	D/Security		X		
21					
22					

SUSPENSE

Date

Remarks

11/28/88 1. D/O5 2. C/PPS 11/29/88

STAT

ER 88-4348X

Executive Secretary

22 Nov '88

Date

3637 (10-81)

OS REGISTRY

1-6-Reg-CH  
22 NOV 1988THE WHITE HOUSE  
WASHINGTON

ER 88-4348X

09 DEC 1988

November 18, 1988

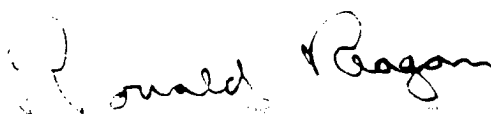
## MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President-elect's transition team has recently issued a statement regarding the ethical standards that will apply to all individuals serving in the President-elect's transition. A copy of those transition standards of conduct is attached.

The President-elect has indicated that specific individuals (including both private citizens and detailees from the Government) will be designated to serve as members of the transition teams assigned to specific Departments and agencies, as contemplated by the Presidential Transitions Effectiveness Act (P.L. 100-398).

Accordingly, in order to ensure an effective and orderly transition, while maintaining public confidence, I am directing that the personnel of each Federal Department or agency cooperate with authorized transition team members, to the extent permitted by law and consistent with the performance of official duties. The White House Chief of Staff will verify those individuals of the President-elect's transition team designated to work in your Department or agency. The Office of the White House Chief of Staff will confirm that the designated transition team members have provided statements concerning their most recent employment and sources of funding, as required by P.L. 100-398, and copies of their written agreements to comply with the President-elect's standards of conduct.

Any information regarding noncompliance with the standards of conduct of the President-elect should be referred by you, or your designee, to the General Counsel of your Department or agency, who should consult with the Counsel to the President as to the appropriate action to be taken. The Counsel to the President may consult as appropriate with the Counsel to the President-elect.



# COPY

## TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.
5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Signature

# COPY

Date

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_